Approved For Release 2001/08/23 : CIA-RDP57-00384R000400120111-4

OGC HAS REVIEWED.

20 August 1947

25X1A

MEMORANDUM FOR [redacted]

CONFIDENTIAL

Subject: Signature by Branch Chiefs

25X1A

1. I discussed with [redacted] yesterday the problem we raised concerning signatures on vouchers and other papers pertaining to your office which, according to regulations, are to be signed by Branch Chiefs. Col. [redacted] views are very clear in this matter and are, we believe, accurately set forth below:

25X1A

(a) Whenever regulations require the signature or certification of a Branch Chief, he will himself sign the document when he is present or available within a reasonable time.

(b) If there is a regularly appointed Deputy Chief in the Branch, he may act for the Chief when the latter is not reasonably available for the actions required. Normally, only temporary duty away from Washington, out of town leave for a considerable period of time, or severe illness, will permit action by the Deputy on behalf of the Chief. At such time, the Deputy shall sign as Acting Chief and the use of this title will constitute his certification that the Chief is not reasonably available.

(c) If there is no regularly appointed Deputy Chief, action cannot be taken on behalf of the Chief, until the Chief of Operations appoints an Acting Chief for the Branch. Normally, when any Chief of Branch leaves for an extended period, he will notify COPS who will appoint an Acting Chief for the specific period of absence. All such appointments will be in writing and individual appointed will sign all necessary documents as Acting Chief.

(d) In all cases where the regulations require the signature or approval of the Branch Chief on documents pertaining to fiscal matters, the individual signing as Branch Chief or Acting Chief, will sign his name in full. Clearance on above by initialling will not be acceptable.

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25X1A MEMO [redacted]

-2-

20 August 1947

25X1A

[redacted] 2. This Office is in full agreement with [redacted] on these points and we believe that only such provisions properly fulfill the legal requirements for the authorities delegated to Branch Chiefs. We discussed with [redacted] whether a special 25X1A 25X1A 25X1A 030 order was needed and it was agreed that if these provisions fitted themselves to the manual now being prepared by your office, there would be no need for the special order. Unless we hear from you to the contrary, we shall leave these for inclusion in the manual.

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LAWRENCE R. HOUSTON
General Counsel

LRH:emj

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